

DELAWARE TRANSIT CORPORATION

POSTING NO. 063-2016

POSITION VACANCY POSTING

**RE-POSTED**

DATE OF POSTING January 13, 2016

CLOSING DATE February 12, 2016

**METHOD OF APPLICATION: Employment Application/Resume**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 12, 2016**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 034 JOB CODE #: 159

POSITION TITLE PeopleSoft Administrator

PAY GRADE 16 PAY RATE \_\_\_\_\_ SALARY RANGE \$47,184 - \$58,980  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Performance Management  
SECTION PeopleSoft Systems

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

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**SUMMARY OF POSITION:**

The PeopleSoft Administrator is responsible for the design, implementation, functional maintenance and administration of the PeopleSoft Systems integrated software package. The incumbent will assure system integrity, conversion of data, customizations, validate development of interfaces and upgrades; maintain the business processes and incorporate into the setup of PeopleSoft; ensure maintenance packs and tax updates are applied; and assign team members for the thorough testing of each module by using a test script. The incumbent will provide suggestions for improvements to content of deliverables and business practices to ensure industry standard best practices are followed; maintaining in-depth knowledge of current updates and releases. The incumbent must take initiative in self-training and familiarization in order to be able to make informative decisions as they pertain to upgrades; take the lead role during Human Resource System upgrades in order to oversee and provide guidance to the upgrade consultant team, and insure that all business processes are current and congruent with the PeopleSoft software. The PeopleSoft Administrator has strong and direct influence on the quality and success of the PeopleSoft integrated software package, as well as other software training packages. The incumbent also deals with sensitive Human Resources and Finance issues, projects, and situations that add scope and impact to the position. While these issues are corollary to the primary transportation mission, they are critical to the health of the organization. The integrity of the entire PeopleSoft integrated software package is critical. The incumbent is part of the PeopleSoft System Support team and will be able to provide coverage and support by acting as a PeopleSoft functional expert for both the Human Resources and Financials Systems

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER  
**SEE MINIMUM QUALIFICATIONS ON SECOND PAGE**

**Minimum Qualifications:**

1. Experience in design, implementation, functional maintenance, and administration of integrated software packages.

**Applicants must detail all experience in design, implementation, functional maintenance, and administration of integrated software packages.**

2. Experience in data conversion, customizations, and validating development of interfaces.

**Applicants must detail all experience in data conversion, customizations, and validating development of interfaces.**

3. Experience in utilizing test scripts to ensure maintenance packs and tax updates are applied.

**Applicants must detail all experience in utilizing test scripts to ensure maintenance packs and tax updates are applied.**

4. Experience in performing system audits.

**Applicants must detail all experience in performing system audits.**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT \_\_\_\_X

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address the skills referenced in this summary."**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.